

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
OFFICE OF THE SECRETARY  
BOARD ON GEOGRAPHICAL NAMES

WASHINGTON 25, D. C.

April 14, 1944.

Joint Intelligence Study Publishing Board,  
3806 Munitions Building,  
Washington 25, D. C.

Attention: Lt. Col. G. H. Kountz

Gentlemen:

In answer to your memorandum requesting that we outline the various phases of service which the Board will extend in the publication of JANIS, the following items are suggested:

On receipt of request from Joint Intelligence Study Publishing Board, the Board on Geographical Names agrees to furnish a card file (or alphabetic list) of place names for each JANIS area and to check names appearing on JANIS base map.

The Board on Geographical Names further agrees to furnish the approved spellings of additional place names that may be submitted to them for use in JANIS studies.

Contributors to JANIS will encircle all place names used in their material that do not appear on the list furnished by the Board on Geographical Names. The Board on Geographical Names will then check all encircled names in the text. Names which are not encircled will not be checked. It will greatly expedite checking if coordinates and designations are provided for encircled names.

In addition to the items listed above, it may be possible in some of the JANIS to compile a list of all the place names and their variant forms. However, this was omitted from the list because it appears that in some cases where the deadlines are so short we may not be able to complete this step in the time available. I feel sure that further discussion will bring out procedures which will assure the completion of this step.

Sincerely yours,

*Meredith F. Burrill*

Meredith F. Burrill,  
Director.

On file DOI release instructions apply.



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